



Election Procedures Handbook of the Alberta Urban Municipalities Association

This handbook details the procedures for conducting elections at the AUMA Annual Convention. The handbook is intended to ensure the fair and consistent conduct of these elections by recording the procedures to be followed, rules, methods of voting, and forms to be used in compliance with the bylaws of the AUMA.

This handbook follows the format of the Local Authorities Election Act (Chapter L-21, RSA 2000) and wherever this handbook does not address a circumstance that “ACT” shall be referenced by the Returning Officer in arriving at a determination.

The major sections of this handbook are

PART I - General Provisions; Nominations

PART II – Paper Ballot Voting Procedures

PART III – Electronic Voting Procedures

The election forms are included in the Appendices

Alberta Urban Municipalities Association
300-8616 51 Ave
Edmonton, AB
T6E 6E6
www.auma.ca

	Date
ISSUED	May 31, 2010

PART I General Provisions and Nominations

Definitions

For the purposes of conducting elections at the AUMA Annual Convention:

- (a) “**AUMA**” means the Alberta Urban Municipalities Association.
- (b) “**Ballots**” means the ballots prescribed by the Returning Officer.
- (c) “**Bylaws**” means the bylaws adopted and in effect for the AUMA
- (d) “**Board**” means the Board of Directors of the AUMA outlined in the bylaws.
- (e) “**Chief Executive Officer**” means the Chief Executive Officer of the AUMA.
- (f) “**Director**” means a member of the Board of Directors.
- (g) “**elected official**” means a member of a council, including a chief elected official.
- (h) “**Electoral Zones**” means the areas of the province defined by the bylaws for the purpose of selecting Town and Village directors. The three zones currently are known as: East, West, and South, and are divided along the 114th longitude (Fifth Meridian) and the 9th baseline (see *Appendix A*).
- (i) “**membership classification**” means: cities over 500,000 population; cities up to 500,000 population; towns; villages; and summer villages (see Bylaws, Article 3.04).
- (j) “**Voting Delegate**” means a person eligible to vote at an election at an AUMA Annual Convention
- (k) “**registration desk**” means the AUMA convention registration desk as established at the site of the convention.

General Provisions

The Returning Officer is appointed annually by the Board of Directors and is solely responsible for the conduct of AUMA elections (see Bylaws, Article 7.01)

The positions for which elections are to be held and the term of office are established in the Bylaws. The following positions are elected at each annual convention for a one year term of office (see *Appendix D*):

- (a) President;
- (b) one Vice-President for each membership classification (summer villages are included with villages for purposes of electing a Vice-President [see Bylaws, Article 6.04])

The following Directors are elected for a two year term at Conventions held in **odd numbered years** (see *Appendix B*):

- (a) 2 from cities up to 500,000 population
- (b) Towns East
- (c) Villages South
- (d) Summer Villages

In addition the Cities over 500,000 population will each appoint one Director for a two year term.

The following Directors are elected for a two year term at Conventions held in **even numbered years** (see *Appendix C*):

- (a) 1 from cities up to 500,000 population
- (b) Towns West and South
- (c) Villages East and West

In addition the Cities over 500,000 population will each appoint one Director for a two year term and each will appoint one of its Directors as an AUMA Vice-President.

Important Dates and Times for 2010 Elections

Election of President

Nomination Deadline: Nominations must be received in the AUMA office by 4:30 p.m. Wednesday November 10, 2010.

Nominated Candidates for President are asked to be at the registration desk at (time to be set when Convention agenda is known) to draw for speaking order.

Election: 8:00 a.m. Thursday, November 25. The candidates for President will address the delegates. Immediately following the addresses, the Returning Officer will conduct the vote.

Election of Directors

Nominations Deadline: Nominations must be received in the AUMA office by 4:30 p.m. Wednesday November 10, 2010.

All Nominated Candidates for Director Positions are asked to be at the registration desk at (time to be set when Convention agenda is known) to draw for speaking order.

Election: Immediately following President Election (Thursday).

Election of Vice-Presidents

Nominations will be received at any time until after the election of directors for each category of municipality.

Elections: Thursday morning as scheduled in the convention program.

If any election is decided by acclamation, the returning officer will proceed immediately to the next election.

If a vacancy occurs in a Board position (which is not available for election that year) between the nomination deadline and the close of the Convention, the returning officer, after consulting with the Chief Executive Officer regarding the convention agenda, will establish and announce a deadline time for the receipt of nominations and a time for election of a person to fill the vacancy.

Responsibility of Officials

The responsibilities of the **Returning Officer** are to:

- i) develop and publish an Election Procedures Handbook,
- ii) appoint sufficient Deputy Returning Officers, Election Clerks, and other persons required to conduct the election,
- iii) ensure a sufficient supply of nomination papers and other necessary materials and facilities to conduct the elections,
- iv) receive and accept nominations,
- v) chair the speeches by candidates,
- vi) declare acclamations and election results,

and if the election is conducted under **Part II**

- vii) ensure a sufficient supply of ballot boxes,
- viii) ensure the provision of one ballot book and voting instructions to each registered voting delegate,
- ix) the accurate count of ballots,
- x) determine the vote counts and authorize the destruction of ballots

and if the election is conducted under **Part III**

- xi) ensure a sufficient supply of voting keypads,
- xii) ensure the provision of voting instructions to each registered voting delegate,
- xiii) determine the vote counts and authorize destruction of the electronic vote count records.

The responsibilities of a **Deputy Returning Officer** are to:

- i) supervise the Election Clerks,
- ii) assist the Returning Officer as required.

The responsibilities of an **Election Clerk** are to:

- i) explain the election framework and voting procedures to individual delegates,
- ii) monitor the time of candidate speeches,

and if the election is conducted under **Part II**

- iii) receive ballots delivered by delegates, ensuring there is one ballot per delegate and depositing the ballots in the ballot boxes,
- iv) conduct the ballot count,
- v) any other thing directed by the Returning Officer or Deputy Returning Officer for the conduct the elections.

AUMA may enter into an agreement with the Local Government Administration Association for the naming of persons to serve as Deputy Returning Officers and Election Clerks and for any other matter relating to the conduct of the elections.

Election Expenses

Election expenses incurred by a candidate prior to or during service on the Board will not be reimbursed the AUMA.

Advertising

Candidates are permitted to advertise or promote their nomination in any manner they wish, **except for**

- (a) advertising within 20 feet of the registration desk or which in any way obstructs the registration area,
- or
- (b) posted advertising inside any rooms where official or business sessions of the convention occur.

Where a person displays any form of advertising or promotion material not permitted, the Returning Officer may have it removed. The candidate is responsible for any clean up costs.

Secrecy of Results

Only where an objection is being investigated will the results of a vote count be revealed. Otherwise, the vote count will not be revealed.

Nominations

Eligibility

A person is eligible for nomination who

- (a) is an elected official of a Regular Member in good standing in the relevant classification, and
- (b) has completed a Nomination Paper.

The persons eligible for nomination as Vice-President or each category of municipality are persons who have been elected as Directors for the category.

Nomination Paper

All nominees must file a completed prescribed Nomination Paper for each position the nominee wishes to contest (see *Appendices B, C and D*). For example a nominee could file Nomination Papers for President, Director and Vice-President.

The Nomination Paper must be signed by two other elected representatives from a Regular Member(s) who are eligible to vote in the election for the position.

The Nomination Paper is accompanied by an Information Package for Prospective Candidates. The Candidate's Acceptance portion of the Nomination Paper includes a statement that the candidate has read and understands the Information Package.

Nomination Papers are available on the AUMA web site and from the AUMA office.

Nomination Deadlines

Completed Nomination Papers for candidates for President and Directors must be received in the AUMA Office by 4:30 p.m. on Wednesday, November 10, 2010.

No Nomination Papers will be accepted after the deadline.

Nominations for Vice-Presidents for each category of municipality, other than cities over 500,000 population, are held after the director elections for the category have been completed. Nomination forms may be filed in advance.

Insufficient Nominations

If there are no candidates for certain positions on the Board following the nomination deadline, the Returning Officer will call for nominations at the time of the election for the position.

If there are still no nominations, the new Board once duly convened shall appoint a person to fill such vacancies. (see Bylaws, Article 8.10). The person appointed must be a person who would be eligible for nomination if an election was held.

Late Vacancy

If a vacancy occurs in a board position between the nomination deadline and the close of the convention, the Returning Officer, after consulting with the Chief Executive Officer regarding the convention agenda, will establish and announce a deadline time for the receipt of nominations and a time for election of a person to fill the vacancy.

Acclamation

If at the close of nominations the number of persons nominated for any office is no more than the number required to be elected, the Returning Officer or the Deputy Returning Officer shall declare the persons nominated to be elected by acclamation to the offices for which they were nominated.

Presentation & Speeches of Candidates

Where an election is required, candidates will be asked to meet with the Returning Officer at a time to be announced to draw lots to choose the order of speaking.

Each candidate will have the following times:

- (a) in the election for president, up to five minutes, and
- (b) in all other elections, up to three minutes to address delegates.

The names of the candidates shall be printed/displayed to the delegates for all delegates to view in alphabetical order.

PART II - Paper Ballot Voting Procedures

If the AUMA Board of Directors determines that elections are to be conducted using paper ballots, this Part applies to the conduct of the election.

Ballot Books

The delegates, when registering at the convention, will receive a ballot booklet with labelled ballots to allow:

President

- (a) each delegate to vote once for president;

Directors (in the year in which the position is open for election)

- (b) each town delegate to vote for one town director from those candidates from the same electoral zone as the voting delegate's municipality;
- (c) each village delegate to vote for one village director from among those candidates from the same electoral zone as the voting delegate's municipality;
- (d) each summer village delegate to vote for one summer village director.

Vice-Presidents

- (e) each delegate from a city up to 500,000 population to vote for one Vice President – Cities up to 500,000
- (f) each town delegate to vote for one Vice President -Towns;
- (g) each village and summer village delegate to vote for one Vice President - Villages/Summer Villages.

Preparation to Elect

The Returning Officer or the Deputy Returning Officer shall ensure an adequate number of ballot boxes is available. The Returning Officer or Deputy Returning Officer shall witness the sealing of the ballot boxes to be used in the election.

The directions for proceeding to deliver ballots shall be announced by the Returning Officer or the Deputy Returning Officer. The instructions for completion of ballots will also be explained to delegates at this time.

Time to Vote

Where elections are required, sufficient time will be set aside in the convention program solely for the voting.

Missing Ballots

Where a registered voting delegate did not receive a ballot book upon registration, the ballot book was incomplete or the voting delegate lost the ballot book received, **one replacement book may be provided**. To receive the replacement, the voting delegate must sign a declaration (*see Appendix E*) confirming the loss and acknowledging receipt of a second book. Replacement ballot books will be available at the registration desk.

Individual Voting

There is neither advance voting nor proxy voting in any of the convention elections. Except as provided below, each registered voting delegate must deliver his or her own ballot to the ballot box.

If a registered voting delegate is physically incapable of marking the ballot, that delegate may request an Election Clerk to mark the ballot as the delegate directs.

If a member municipality is unable to send any elected official to the convention, the council may by motion designate an appointed official of the municipality as its representative. That official may participate fully in the Convention but **does not have the right to vote**. (see Bylaws, Article 12.06)

Secrecy of Vote

Voting is by secret ballot.

An Election Clerk who marks a ballot for a registered voting delegate who is physically incapable of marking the ballot must keep the marking secret.

Marking of Ballot

Voting delegates are to mark their ballots by legibly identifying the full name or the surname to the candidate they choose.

Where there is more than one Board position being voted for on one ballot, it is not necessary to vote for the multiple positions to maintain the validity of the ballot.

Deposit of Marked Ballot

After marking a ballot, the voting delegate shall fold the ballot so as to conceal the names of the candidate(s) voted for and proceed to the ballot box. At the ballot box, delegates may hand the Election Clerk their ballot, who will in turn, deposit it into the ballot box or the delegate may directly deposit the ballot.

After the ballot is deposited, voting delegates may return to their chairs or leave the voting room as is appropriate.

Deemed Voting

When a delegate deposits the ballot in the ballot box or presents a ballot to the Election Clerk for deposit in the ballot box, the delegate is deemed to have voted.

Replacement of Spoiled Ballot

A voting delegate who has inadvertently dealt with a ballot in a manner that it cannot be conveniently used as a ballot may, on presenting it to the Returning Officer or the Deputy Returning Officer and signing a declaration, receive another ballot in the place of the ballot so returned. (see *Appendix E*)

The Returning Officer or the Deputy Returning Officer shall write the word "spoiled" on the returned ballot and shall preserve it until the declaration of the election results.

Voting Closure

When it appears evident all those present in the voting room who wish to vote have done so, the Returning Officer or the Deputy Returning Officer will declare that the voting is closed.

Post Vote Procedures

Counting of Votes

Immediately after the closure of voting, the Returning Officer or the Deputy Returning Officer and the Election Clerks shall proceed to a private room designated for vote counting and begin the process of counting.

Attendance at Counting

In addition to the Returning Officer, Deputy Returning Officers and Election Clerks, each candidate may identify one agent (see *Appendix F*) who also may be in the counting room.

Process of Counting

The Election Clerks shall, in teams of three, open the ballot boxes and count ballots. Among the teams of three, one clerk shall read the names from the individual ballots, while the other two independently record each vote on counting sheets. (see *Appendix G*)

Any agents present may observe this process.

When the Election Clerks are unclear as to the acceptability of any ballot, the Returning Officer will make a judgement as to the voting delegate's intention.

Upon conclusion of counting, and once the Election Clerks arrive at consistent counts, they shall affix their signature on the count sheets and forward them to the Returning Officer.

Void Ballots

A ballot is clearly void and shall not be counted if:

- (a) it is blank;
- (b) anything is marked on the ballot to identify the voting delegate;
- (c) the markings cannot legibly be distinguished as the name of a particular candidate.

Compiled Void Ballots

The Deputy Returning Officer or his designated Election Clerk shall mark void ballots with the word "void" and retain them until the election results have been made known.

Election Results

The candidates receiving the highest number of votes shall be declared to be elected.

Equality of Votes

If the Returning Officer determines that two or more candidates have an equal number of votes, the Returning Officer shall declare the tie. The Returning Officer will then write the names of those candidates separately on blank sheets of paper of equal size and of the same colour and texture, and after folding the sheets of paper in a uniform manner so that the names are concealed, shall deposit them in a receptacle and direct some person to withdraw one of the sheets. The Returning Officer shall declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate(s).

Declaration of Vote Results

The Returning Officer or the Deputy Returning Officer shall declare the name(s) of the person(s) elected

- (a) for the position of President before the elections for Directors.
- (b) for the positions of Directors before elections for Vice-Presidents.
- (c) for the positions of Vice President.

No Recount

Under no circumstances shall a recount be undertaken once the election results are announced. If an objection is found to be valid, the Returning Officer will determine if the seat in question will be declared vacant.

Disposal of Ballots

The Returning Officer, upon declaration of election results will advise the voting delegates of the intention to destroy ballots.

Following this notice, the Returning Officer shall destroy all valid and void ballots.

Controverted Elections

Objection

Where a candidate or Voting Delegate presents an objection to the Returning Officer that the election was controverted to the degree of bearing on the outcome, the Returning Officer shall immediately determine if the objection is, or likely is, valid.

The scope of such objections includes, but is not strictly limited to, inappropriate Nomination Papers, the use of false ballots, bribery or undue influence of delegates and impropriety of election officials or officers.

An objection related to an alleged impropriety of the Returning Officer shall be filed with the Chief Executive Officer and in that case the Chief Executive Officer shall undertake the functions of the Returning Officer described under the headings "Minor Objection" and "Action on Objections".

Minor Objections

The following objections presented to the Returning Officer may be considered not relevant to the outcome of the election but might be addressed by the Returning Officer if found to be valid:

- (a) a delegate voted twice;
- (b) the advertising restrictions were violated;
- (c) the Election Clerks did not list the candidates' names in same order as candidates addressed delegates.

Action on Objections

Any objection or minor objection must be presented or mailed to the attention of the Returning Officer within 15 days of the election. Where a valid objection exists which could have altered the outcome of the election, the Returning Officer shall advise the Convention, or if the Convention is concluded, advise the Board of his determination. In either instance, the Board shall have the authority to overturn the elections to the extent controverted, and may appoint the new Directors, as they see proper. This action will be made known to the membership.

PART III - Electronic Voting Procedures

If the AUMA Board of Directors determines that elections are to be conducted using electronic voting, this Part applies to the conduct of the election.

Voting Keypads

The delegates, when registering at the convention, will receive a voting keypad programmed to allow:

President

- (a) each delegate to vote once for president;

Directors (in the year in which the position is open for election)

- (b) each delegate from a city up to 500,000 population to vote for up to three cities directors;
- (c) each town delegate to vote for one town director from those candidates from the same electoral zone as the voting delegate's municipality;
- (d) each village delegate to vote for one village director from among those candidates from the same electoral zone as the voting delegate's municipality;
- (e) each summer village delegate to vote for one summer village director.

Vice-Presidents

- (f) each delegate from a city up to 500,000 population to vote for one Vice President – Cities up to 500,000
- (g) each town delegate to vote for one Vice President -Towns;
- (h) each village and summer village delegate to vote for one Vice President - Villages/Summer Villages.

Order of Elections

When using electronic voting, all elections for all positions are conducted in the plenary meeting room. The order in which the elections will be conducted is:

- (a) Director(s) Cities under 500,000 population
- (b) Director(s) Towns
- (c) Director(s) Villages
- (d) Director Summer Villages
- (e) Vice-President Cities under 500,000 population
- (f) Vice-President Towns
- (g) Vice-President Villages and Summer Villages

Time to Vote

Voting will follow immediately after the candidate speeches. One minute will be allowed for each vote. The time remaining in the voting period will be displayed on the screen.

Individual Voting

There is neither advance voting nor proxy voting in any of the convention elections. Each registered voting delegate must enter his or her own vote into the voting keypad.

If a registered voting delegate is physically incapable of using the voting keypad, that delegate may request a Deputy Returning Officer to enter the vote as the delegate directs.

If a member municipality is unable to send any elected official to the convention, the council may by motion designate an appointed official of the municipality as its representative. That official may participate fully in the Convention but **does not have the right to vote.** (see Bylaws, Article 12.06)

Secrecy of Vote

Voting by entering a vote into the voting keypad is the electronic equivalent of a secret ballot.

A Deputy Returning Officer who enters a vote for a registered voting delegate who is physically incapable of using the voting keypad must keep the entering secret.

Entering of Vote

Voting delegates are to enter their votes by pressing the number on the electronic keypad which has been assigned to the candidate for whom they wish to vote.

A delegate may change his or her vote during the time that voting is open by pressing another number. **The last number pressed at the time voting closes is the vote which will be recorded in the system.**

In odd numbered years, when delegates from cities under 500,000 population are voting for more than one director, eligible delegates will vote twice. In the first vote, these delegates will enter the number of one candidate for whom they wish to vote. In the second vote, delegates will enter the number of one the remaining candidates for whom they wish to vote as the second Director. The keypads will be programmed so that if a delegate votes for the same candidate in both votes, the second vote will not be counted. The number of votes for each candidate in both votes will be totalled. The two persons receiving the highest number of votes will be declared elected.

Replacement of Voting Keypad

A voting delegate whose electronic keypad malfunctions during the voting period shall immediately inform a Deputy Returning Officer. The Deputy Returning Officer will inform the Returning Officer, provide the delegate with a paper ballot on which to write the name(s) of the candidate(s) for whom the delegate wishes to vote. The Deputy Returning Officer will deliver the completed ballot to the Returning Officer, who will add the vote(s) to the electronic count before announcing the result of the vote.

Voting Closure

The electronic voting system will sound a tone or a bell will be rung at the beginning of the voting period. Voting will remain open for one minute and a display on the screen will indicate the time remaining in the voting period. The electronic voting system will sound a tone or a bell will be rung at the end of the voting period. The Returning Officer will declare that the voting is closed.

If a delegate is in the course of obtaining a replacement voting keypad when the voting closes, the Returning Officer will instruct the voting system technician to leave the system open for the replacement keypad only.

Post Vote Procedures

Counting of Votes

Immediately after the closure of voting, the electronic voting system will tally the votes cast for each candidate.

Vote Count to Returning Officer

The technician will display the vote count on the screen.

Election Results

The Returning Officer will declare the candidate receiving the highest number of votes to be elected. In the case of the election of two Directors for Cities up to 500,000 population in odd-numbered years, the two persons receiving the highest number of votes shall be declared elected.

Equality of Votes

If two or more candidates have an equal number of votes, the Returning Officer shall declare the tie. The Returning Officer will then write the names of those candidates separately on blank sheets of paper of equal size and of the same colour and texture, and after folding the sheets of paper in a uniform manner so that the names are concealed, shall deposit them in a receptacle and direct some person to withdraw one of the sheets. The Returning Officer shall declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate(s).

Declaration of Vote Results

The Returning Officer shall declare the name(s) of the person(s) elected

- (a) for the position of President before the elections for Directors.
- (b) for the positions of Directors before elections for Vice-Presidents.
- (c) for the positions of Vice President.

No Recount

Under no circumstances shall a recount be undertaken.

Destruction of Electronic Vote Count Records

The Returning Officer, upon declaration of election results will advise the voting delegates of the intention to destroy the electronic vote count records. Following this notice, the Returning Officer shall witness the destruction of the records.

Controverted Elections

Objection

Where a candidate or Voting Delegate presents an objection to the Returning Officer that the election was controverted to the degree of bearing on the outcome, the Returning Officer shall immediately determine if the objection is, or likely is, valid.

The scope of such objections includes, but is not strictly limited to, inappropriate Nomination Papers, the use of a delegate's voting keypad by a person other than the delegate to whom it was assigned, bribery or undue influence of delegates and impropriety of election officials or officers.

An objection related to an alleged impropriety of the Returning Officer shall be filed with the Chief Executive Officer and in that case the Chief Executive Officer shall undertake the functions of the Returning Officer described under the headings "Minor Objection" and "Action on Objections".

Minor Objections

The following objections presented to the Returning Officer may be considered not relevant to the outcome of the election but might be addressed by the Returning Officer if found to be valid:

- (a) a delegate voted twice;
- (b) a voting keypad was used by a person other than the delegate to whom it was assigned
- (c) the advertising restrictions were violated;

(d) the candidates' names were not listed in same order as candidates addressed delegates.

Action on Objections

Any objection or minor objection must be presented or mailed to the attention of the Returning Officer within one hour of the election. Where a valid objection exists which could have altered the outcome of the election, the Returning Officer shall advise the Convention, or if the Convention is concluded, advise the Board of that determination. In either instance, the Board shall have the authority to overturn the elections to the extent controverted, and may appoint the new Director(s), as they see proper. This action will be made known to the membership

Electoral Zones

Town Zones

Towns East Zone	
Athabasca	Millet
Bashaw	Morinville
Beaumont	Mundare
Blackfalds	Ponoka
Bon Accord	Provost
Bonnyville	Redwater
Bruderheim	Sedgewick
Castor	Smoky Lake
Coronation	Stettler
Daysland	St. Paul
Elk Point	Tofield
Gibbons	Trochu
Hardisty	Two Hills
Innisfail	Vegreville
Killam	Vermilion
Lacombe*	Viking
Lamont	Wainwright
Legal	

Towns West Zone	
Barrhead	Mayerthorpe
Beaverlodge	McLennan
Bentley	Onoway
Bowden	Peace River
Calmar	Penhold
Devon	Rainbow Lake
Drayton Valley	Rimbey
Eckville	Rocky Mountain House
Edson	Sexsmith
Fairview	Slave Lake
Falher	Spirit River
Fox Creek	Stony Plain
Grande Cache	Swan Hills
Grimshaw	Sylvan Lake
High Level	Valleyview
High Prairie	Wembley
Hinton	Westlock
Jasper	Whitecourt
Manning	

* if Lacombe is granted City status effective before the 2010 Convention it will move from Towns East to Cities under 500,000 population

Towns South Zone			
Banff	Crossfield	Okotoks	Three Hills
Bassano	Crowsnest Pass	Olds	Turner Valley
Black Diamond	Didsbury	Oyen	Vauxhall
Bow Island	Drumheller	Picture Butte	Vulcan
Canmore	Fort Macleod	Pincher Creek	
Cardston	Granum	Raymond	
Carstairs	Hanna	Redcliff	
Chestermere	High River	Redwood Meadows	
Claresholm	Irricana	Stavely	
Coaldale	Magrath	Strathmore	
Coalhurst	Milk River	Sundre	
Cochrane	Nanton	Taber	

Village Zones

Villages East Zone	
Andrew	Heisler
Alliance	Holden
Amisk	Hughenden
Botha	Innisfree
Boyle	Irma
Chauvin	Kitscoty
Chipman	Lougheed
Clyde	Mannville
Consort	Marwayne
Czar	Minburn
Derwent	Myrnam
Dewberry	Paradise Valley
Edgerton	Strome
Forestburg	Veteran
Galahad	Vilna
Glendon	Waskatenau
Halkirk	Willingdon

Villages West Zone	
Alberta Beach	Girouxville
Alix	Hay Lakes
Bawlf	Hines Creek
Berwyn	Hythe
Big Valley	Kinuso
Bittern Lake	Nampa
Breton	New Norway
Caroline	New Sarepta
Clive	Rosalind
Delburne	Ryley
Donalda	Rycroft
Donnelly	Spring Lake
Edberg	Thorsby
Elnora	Wabamun
Ferintosh	Warburg
Gadsby	

Villages South Zone			
Acme	Champion	Glenwood	Nobleford
Arrowwood	Coutts	Hussar	Rockyford
Barnwell	Cowley	Linden	Rosemary
Barons	Cremona	Lomond	Standard
Beiseker	Delia	Longview	Stirling
Carbon	Duchess	Milo	Tilley
Carmangay	Empress	Morrin	Warner
Cereal	Foremost	Munson	Youngstown

Cities up to 500,000

Airdrie	Leduc	Regional Municipality of Wood Buffalo
Brooks	Lethbridge	St. Albert
Camrose	Lloydminster	Spruce Grove
Cold Lake	Medicine Hat	Strathcona County
Fort Saskatchewan	MD of Mackenzie No. 23	Wetaskiwin
Grande Prairie	Red Deer	

* if Lacombe is granted City status effective before the 2010 Convention it will move from Towns East to Cities under 500,000 population

Cities over 500,000

Calgary	Edmonton
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Summer Villages

All Summer Villages vote for the Summer Village Director and for the Vice-President Villages and Summer Villages



**Nomination Paper for Board of Directors
(Odd Numbered Years)**

We, the undersigned, duly nominate _____
(Name)

of _____ _____
Name of Municipality Position on Council

as a candidate in the election to be held for a two year term for the office of: (please mark "X")

_____ Cities up to 500,000 Directors (two to be elected by city delegates other than Calgary and Edmonton)

_____ "East" Towns Director (one to be elected by east town delegates)

_____ "South" Villages Director (one to be elected by south village delegates)

_____ Summer Villages Director (one to be elected by summer village delegates)

Nominators

To be signed by two (2) elected officials from member municipalities of the relevant status or classification:

_____ Print Name	_____ Signature	_____ Municipality
_____ Print Name	_____ Signature	_____ Municipality

Candidate's Acceptance

I, _____, named in the foregoing nomination, hereby state:

1. That I am eligible to be elected to the office,
2. That I have read and understand the Director Duties information package,
3. That I will carry out the duties and responsibilities of the office if elected,
4. That I will be bound by the Ethical Guidelines of Conduct for Elected Local Government Officials (Policy AP004), and the disclosure provisions of Articles 8 and 9 of the Bylaws
5. That I will support the policies, programs and activities of the Association.

_____ Signature of Candidate	_____ Signature of Witness
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NOTE: To be eligible to become a member of the AUMA Board of Directors, a person must be an elected official of an urban municipality within the relevant classification that has paid its annual membership in the Association.

**Nomination Deadline Is 4:30pm November 10, 2010.
Completed Nomination Forms are to be submitted to the AUMA Office.**



**Nomination Paper for Board of Directors
(Even Numbered Years)**

We, the undersigned, duly nominate _____
(Name)

of _____
Name of Municipality Position on Council

as a candidate in the election to be held for a two year term for the office of: (please mark "X")

- _____ Cities up to 500,000 Director (one to be elected by city delegates other than Edmonton and Calgary)
- _____ "West" Towns Director (one to be elected by west town delegates)
- _____ "South" Towns Director (one to be elected by south town delegates)
- _____ "East" Villages Director (one to be elected by east village delegates)
- _____ "West" Villages Director (one to be elected by west villages delegates)

Nominators

To be signed by two (2) elected officials from member municipalities of the relevant status or classification:

_____	_____	_____
Print Name	Signature	Municipality
_____	_____	_____
Print Name	Signature	Municipality

Candidate's Acceptance

I, _____, named in the foregoing nomination, hereby state:

1. That I am eligible to be elected to the office,
2. That I have read and understand the Director Duties information package,
3. That I will carry out the duties and responsibilities of the office if elected,
4. That I will be bound by the Ethical Guidelines of Conduct for Elected Local Government Officials (Policy AP004), and the disclosure provisions of Articles 8 and 9 of the Bylaws
5. That I will support the policies, programs and activities of the Association.

_____	_____
Signature of Candidate	Signature of Witness

NOTE: To be eligible to become a member of the AUMA Board of Directors, a person must be an elected official of an urban municipality within the relevant classification that has paid its annual membership in the Association.

**Nomination Deadline is 4:30pm November 10, 2010
Completed Nomination Forms are to be submitted to the AUMA Office.**



Nomination Paper for Officers

We, the undersigned, duly nominate _____
(Name)

of _____
Name of Municipality Position on Council

as a candidate in the election to be held for the office of: (please mark "X")

- _____ President
- _____ Vice-President Cities up to 500,000
- _____ Vice-President Towns
- _____ Vice-President Villages & Summer Villages

Nominators

To be signed by two (2) elected officials from member municipalities of the relevant status or classification:

_____	_____	_____
Print Name	Signature	Municipality
_____	_____	_____
Print Name	Signature	Municipality

Candidate's Acceptance

I, _____, named in the foregoing nomination, hereby state:

1. That I am eligible to be elected to the office,
2. That I have read and understand the Director Duties information package,
3. That I will carry out the duties and responsibilities of the office if elected,
4. That I will be bound by the Ethical Guidelines of Conduct for Elected Local Government Officials (Policy APO04), and the disclosure provisions of Articles 8 and 9 of the Bylaws
5. That I will support the policies, programs and activities of the Association.

_____ Signature of Candidate _____ Signature of Witness

NOTE: To be eligible to become a member of the AUMA Board of Directors, a person must be an elected official of an urban municipality within the relevant classification that has paid its annual membership in the Association.

Nomination Deadline for President is 4:30pm November 10, 2010
 Completed Nomination Forms are to be submitted to the AUMA Office.
Vice-President Nominations Open Until After Director Elections



Declaration of Missing/Spoiled Ballot Book/Voting Card

I, _____ the undersigned,

of the _____ of _____

duly declare that I (please check):

_____ have misplaced

_____ have not received

_____ have inadvertently damaged beyond use

the Ballot/Voting Card provided to each registered voting delegate to this AUMA Convention.

I pledge that I in no way intend to vote more than once or do anything contrary to the Election Rules and Procedures of my Association. I herein acknowledge receipt of a further Ballot Book/Voting Card which cannot be subsequently replaced for any reasons.

Signature: _____

Date: _____

Witness: _____



Agent Authorization

I hereby authorize _____ of _____ to be my
(Agent's Name) (Agent's Municipality)

agent and to be present during the count of ballots.

Candidate's Name

Municipality



Elections Count Sheet

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Election for _____ Date _____

Election Officer's Initials





Returning Officer Report of Voting Results

As a result of the election held at the (year) AUMA Convention

(Name)

has been elected as

(Position)

for the _____ term of office.

Returning Officer